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EEO
Spotlight

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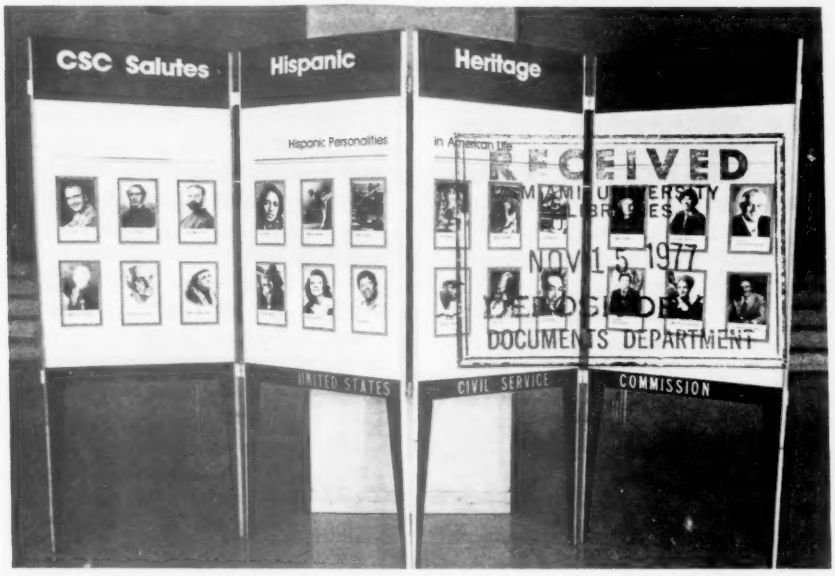

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In recognition of Spanish Heritage Week, the Civil Service Commission placed in its lobby the above display for the month of September. In addition to famous Hispanic entertainers, included in the display were Commander David Farragut, Graciela Olivarez, Director of the Community Services Administration, and Carlos Romero Barcelo, Governor of Puerto Rico.

National Hispanic Heritage Week Celebrated

President Carter recently signed a Presidential proclamation recognizing the week of September 11, 1977 as National Hispanic Heritage Week, 1977. The event has been celebrated in the United States since 1968.

The Proclamation in part reads: "The Hispanic heritage of over sixteen million Americans, representing a broad diversity of cultures, has enriched our Nation by contributing to the advancement of art and science and by affirming the importance of family bonds and community spirit.

"Today, Americans have come to recognize the important role of the Hispanic community both in the life and work of the United States and in our efforts to achieve understanding, mutual respect and common purpose with the Spanish-speaking nations of this hemisphere."

President Carter called "upon the people of the United States, especially the educational community, to observe the week with appropriate ceremonies and activities; to reflect on the influence of Hispanic culture in our land; and to encourage the full participation of Hispanic Americans in every phase of American life."

One hundred years ago, Walt Whitman said, "I have an idea that there is much of importance about the Latin contribution to American nationality that will never be put with sympathetic understanding and tact on the record."

The Hispanic sociocultural factor in the development of this country was immense. Currently, the Hispanic cultural, economic and political role in the U.S. is on the rise. It is a positive and constructive trend that will serve to enrich even further the polycultural diversity and strength of America.

Hispanic Americans are individuals whose cultural or linguistic origins are Spanish or Latin American, regardless of race; for example, Mexican Americans, Puerto Ricans, Cubans, and Central and South Americans.

The Federal Government has focused on the problems of the Hispanic segment of the population partly because of the large size, rapid growth of this group, and the combined problem of underutilization and underrepresentation in the workforce. Excluding Puerto Rico, the U.S. Census Bureau presently lists over eleven million Hispanics residing in the United States. Puerto Rico, itself, adds another three million to the count.

Growth in Hispanic population is a national phenomenon and not a regional one. Although the largest concentrations remain in the "traditional" areas of the Southwest, the New York City metropolitan area and South Florida, heavy migrations of Hispanics have occurred during the last generation into the industrial cities of the Midwest, New England, the Northwest and parts of the South.

The phenomenal growth factor of the Hispanic group must be coupled with its large initial size. No major segment of the population is

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Upward Mobility at FHLBB Small But Successful

Upward mobility programs for lower level employees are not always large in size nor do they operate only in the larger Federal agencies. Within the Federal Government there are many small agencies which have developed and implemented upward mobility programs to fit specific needs. The Federal Home Loan Bank Board's Crossover Program is one example of an effort to serve the needs of some 450 home office employees. The FHLBB has a total of some 1400 employees nationwide.

FHLBB's Crossover Program is designed to assist employees GS-9 or below who are precluded from positions with greater opportunity because of limitations in either their current positions or in their own qualifications. Employees now are able to compete on the basis of potential to perform the job.

The program is operated by the Personnel Management Division in coordination with individual offices, union officials and equal employment opportunity representatives, and within the framework of the agency Merit Promotion Program. The Personnel Management Division provides career counseling for applicants prior to selection and to trainees during the course of their development.

To be eligible for the program, employees must be employed at the FHLBB in a career or career-conditional status for at least one year in positions between GS-3 and GS-9.

Candidates submit a brief narrative on the career goals they hope to achieve through the Crossover Program. The narrative serves as an admission requirement and is not scored in any way.

Crossover target positions are made available by individual offices from current and projected vacancies in administrative, technical, or professional positions between GS-3 and GS-7 levels. Vacancy announcements clearly identify vacancies designated for the Crossover Program and indicate both a target and a trainee position to accommodate those candidates who do not yet meet minimum qualifications for the position. A training agreement with the Civil Service Commission allows for the latter situation.

Candidates are evaluated on their potential in ten skill or knowledge areas necessary for successful performance of the job. Five of these areas are common to all Crossover positions; the other five are specific to the particular position. Candidates select five employees to complete an evaluation of their ability. Each candidate is rated by the immediate supervisor and one other current FHLBB supervisor who is familiar with the candidate's work. The candidate is also rated by three co-workers. At least one of these must perform the same kind of work and at least one must be in the same office or division as the candidate. The third person need only be a co-worker currently at the FHLBB. The self-evaluation is weighted the same as the average of the two supervisory ratings and the same as the average of the three co-worker ratings. These evaluations form 75 percent of the total score. The remaining 25 percent is derived from an evaluation of the candidate's education, experience, training and awards which are relevant to the particular vacancy.

A rating panel ranks the candidates into highly qualified and/or qualified categories from which the selecting official chooses a candidate. The panel is made up of an official from the office where the vacancy is located, a personnel specialist, and union and equal employment opportunity office representatives.

An individual training plan is established for each candidate selected. The plan identifies exact training requirements, length and kind of training, anticipated promotion eligibility, and other relevant terms and conditions. Training plans vary from one to two years depending upon the particular qualifications of each candidate and the requirements of the target position. All training is completed under the close supervision of a senior staff member or supervisor.

Candidates selected who already meet the minimum Civil Service qualifications for the vacancy are immediately reassigned to the target position and complete a one year training program. They are

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From left to right: Edna Lacey, Information Disclosure Specialist; Paula Williams, Contract Assistant; Betty Winter, Management Assistant; Julia Mosley, Management Assistant. Two participants not available for the photo are Brian Colbert and Robert Ruggieri, both computer operators.

Navy's "Executive Search"

Women and minorities will be receiving greater attention since the Department of Navy has expanded "Executive Search" efforts to increase the representation of women and minorities in positions at the GS-15 through 18 and equivalent levels.

A recent instruction from the Secretary of the Navy to all Navy and Marine Corps activities employing civilians establishes Department policy and provides specific guidance and procedures to expand "Executive Search" efforts, and to improve the number of quality candidates for consideration for positions at the senior level.

Executive Order 11478, "Equal Opportunity in the Federal Service," requires that agency recruitment activities reach all sources of job candidates. The Equal Employment Opportunity Act of 1972 similarly requires that agencies undertake affirmative action to assure equal employment opportunity in every aspect of personnel management, including recruitment. The Civil Service Commission has encouraged agencies to tap all recruiting sources, including those particularly useful for contacting women and minority candidates. The Department of the Navy has applied this type of affirmative action in its "Executive Search" process.

The search to fill the high level, professional requirements involves consultation with leading individuals and institutional practitioners, key professional associations, and minority and women's organizations.

The "Executive Search" includes recruitment plans which concern the type of search proposed, for example, persons with Civil Service status and or those persons without CSC status. The plan specifies local contacts proposed to locate candidates including other Government activities, private industry, minority, women's and professional organizations and societies, and the kinds of advertising proposed (commercial, merit promotion, CSC inventory, or Department of Defense referral system.) Within the plan is a copy of the proposed activity vacancy announcement, with proposed opening and closing dates covering a minimum of 30 days. Vacancy announcements specify minimum qualifications, selective factors, primary elements, evaluation criteria and ranking process.

The heads of all Navy activities make sure that all GS-15 through 18 and equivalent level positions to be filled under competitive procedures are advertised throughout the Federal Service unless an exception is granted. Activity heads are required to constitute rating and ranking panels for filling each GS-15 position. The panel includes an advisory representative of the activity or Headquarters Equal Employment Opportunity Office. They also forward a copy of the Qualifications Statement (SF-171) of eligible women or minority candidates, with their approval, for inclusion in the Department of the Navy Special Search Application File (SSAF) to be considered for future vacancies within the Department.

Recruitment sources are established by the Director of Civilian Personnel (DCP) who provides assistance to Navy activities in locating qualified women and minorities. The DCP is responsible for the Special Search Application File which is reviewed and screened for candidates who appear to meet the qualification requirements for the vacant position. To make sure that the criteria and ranking procedures are affording proper consideration of women and minority candidates, the DCP oversees the evaluation process of candidates.

Each January through the chain of command, the Director of Civilian Personnel receives a report which shows the number of positions filled at the GS-15 level and above by occupation and grade; the number of qualified applicants received for each position filled by sex and minority code (to the extent known); the number of candidates who were within the range of selection for each position, by sex and minority code; and identification of selectee by minority code and sex.

For more information on Navy's "Executive Search" program, contact Department of the Navy, Office of Civilian Personnel, Executive Search Group (Code 26), Washington, D.C. 20390.

Hispanic Employment Profile

A "Profile of Hispanic Employment" is the title of the Civil Service Commission's Publication SM 75-300. The profile presents and analyzes data on Hispanic Federal civilian employees, based on the Commission's computer file. Data for Hispanic men and women employees cover: distribution by work schedule (by region; by agency); full-time employees by pay system; occupations of full-time permanent white-collar and blue-collar employees; educational attainment of full-time permanent General Schedule employees in relation to GS grade; and employment dynamics (hires, separations, and other personnel actions).

Most of the data is for November 1975, and most tables show total men and women employees for comparison with Hispanic employees.

Limited quantities will be distributed to agencies by the CSC; one copy each to heads of agencies, directors of personnel, and to directors of equal employment opportunity. Agencies wishing to purchase additional copies of this report are invited to ride the CSC's

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EEO Spotlight

Editor: Ed Shell

The Chairman of the U.S. Civil Service Commission has determined that the publication of this periodical is necessary in the transaction of public business required by law of this agency. Use of funds for printing of this periodical has been approved by the Director, Office of Management and Budget through March 31, 1980.

Heritage cont'd

growing as rapidly as the Hispanic segment. A number of factors indicate that Hispanics will play an even larger role in United States society in the future. As a group, Hispanics reflect the highest birth rate in the country, the lowest median age and the largest family size. In addition, the constant large immigration from Latin America results in an increase of over 100,000 new Hispanics to the United States yearly.

National Hispanic Heritage Week serves to acknowledge the many contributions that Hispanics have made in the growth and development of this country. Its purpose is not to diminish the many contributions of all the different peoples that constitute the U.S., but to attempt to reaffirm an important influence in the American experience which must not be ignored in the mainstream of American society.

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FHLBB cont'd

then eligible for a promotion pending supervisory approval and in accordance with agency promotion procedures.

Candidates selected who do not meet minimum qualifications for the target position are immediately reassigned to the trainee position at a grade commensurate with their particular qualifications. Promotion eligibility depends on the amount of time spent in the trainee position and is determined on a case-by-case basis.

Candidates who apply for a vacancy at a grade lower than their current grade must elect voluntary reduction-in-grade in order to accept the position. CSC regulations allow for adjustment to be made so that the participant suffers no actual loss of pay.

Both trainee and supervisor submit quarterly progress reports to the Personnel Management Division. Upon successful completion of all phases of the training plan, the provisions of the Crossover Program no longer apply, and participants follow standard personnel practices for all subsequent actions. Those candidates who fail to meet training requirements or are otherwise determined to be unsatisfactory during the training program are reassigned to a position and grade comparable to that held prior to selection into the program.

The overall program is monitored and implemented by the Personnel Management Division.

Two persons have completed the program and four are currently in training. Target jobs include two management assistants, one contract assistant, two computer operators, and one information disclosure specialist. Four participants are female and four are minority.

For more information on the FHLBB's Crossover Program, contact FHLBB, Upward Mobility Coordinator, Personnel Management Division, 320 First St., NW, Washington, DC 20552.

Profile cont'd

printing requisition by submitting Standard Form 1 to the Government Printing Office by December 1, 1977. No sample copies are available.

For more information on this publication, contact CSC, Bureau of Personnel Management Information Systems, Workforce Analysis and Statistics Division, Code 101, Washington, D.C. 20415 or telephone 202-632-6245.

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EEO Institute Courses

December	
Managing EEO Programs	5-9
Upward Mobility: Career Counseling	6-8
The Role of Supervisors and Managers in EEO	14-16
January	
The Role of Supervisors and Managers in EEO	4-6
Basic EEO Counseling	9-11
Advanced EEO Counseling	18-20
The Manager's Role in EEO	18-20
Investigation of Complaints of Discrimination	24-27
Basic EEO Counseling Instructor Institute	30-Feb. 1

(These courses are offered in the Washington, D.C. area; for further information, contact the EEO Training Institute, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Many of the same courses are offered at the Commission's 10 regional training centers; for information on these field offerings, contact the nearest USCSC regional office.)

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